

## MAINTENANCE OF MEDICAL REGULATING (MEDREG) TRANSACTION FILES

The Army developed a training program to instruct personnel on the collection and maintenance of database files containing information on medical facilities. Such information is important, as patients should be referred only to facilities capable of providing the necessary care. Specific information in these databases may include bed status, surgical backlog, and basic unit information. The training program covers maintenance of such data files and methods for archiving the data.

Although the Army developed the training materials, the content is equally applicable and usable throughout the Military Health System.

### TRAINING SUPPORT PACKAGE (TSP)

|  |   |
|--|---|
| <b>TSP Number</b>                              | HPABG72D  |
| <b>TSP Title</b>                               | Maintenance of Medical Regulating (MEDREG) Transaction Files  |
| <b>Task Number(s)<br/>/ Title(s)</b>           |   |
| <b>Effective Date</b>                          |   |
| <b>Supersedes<br/>TSP(s)</b>                   |   |
| <b>TSP Users</b>                               |   |
| <b>Proponent</b>                               | The proponent for this document is ACAD OF HEALTH SCIENCES.   |
| <b>Comments /<br/>Recommendations</b>          | <p>Send comments and recommendations directly to:</p> <p>ACADEMY OF HEALTH SCIENCES<br/>ATTN MCCS HS<br/>2250 STANLEY ROAD STE 246<br/>FORT SAM HOUSTON, TX 78234-6150</p> <p>Or e-mail: NETA_LESJAK@SMTPLINK.MEDCOM.AMEDD.ARMY.MIL</p> |
| <b>Foreign<br/>Disclosure<br/>Restrictions</b> | This product has been reviewed by the product developers in coordination with the AMEDD foreign disclosure authority. This product is releasable to military students from foreign countries on a case-by-case basis.                   |

## PREFACE

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### **Purpose**

This Training Support Package provides the instructor with a standardized lesson plan for presenting instruction for:

**This TSP  
Contains**

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**HPABG72D version 1 / Maintenance of MEDREG Transaction Files  
28 May 1998**

**SECTION I. ADMINISTRATIVE DATA**

**All Courses  
Including This  
Lesson**

| <u>Course Number</u> | <u>Course Title</u>  |
|----------------------|--|
| 6-8-C42              | AMEDD NCO Advanced (NCOES)   |
| 6-8-C42 (RC)         | AMEDD NCO Advanced (NCOES) Reserve<br>Component Course Management Plan |

**Task(s)  
Taught(\*) or  
Supported**

| <u>Task Number</u> | <u>Task Title</u> |
|--------------------|-------------------|
|--------------------|-------------------|

**Reinforced  
Task(s)**

| <u>Task Number</u> | <u>Task Title</u>                      |
|--------------------|--|
| 081-866-0320       | Maintain Facility Status Using MEDREG  |
| 081-866-0321       | Maintain Unit Information Using MEDREG |
| 081-866-0322       | Maintain Select Tables using MEDREG    |
| 081-866-0323       | Maintain Historical Data Using MEDREG. |

**Academic Hours**

The Academic hours required to teach this TSP are as follows:

|                     | <u>ADT<br/>Hours/Methods</u> |
|---------------------|------------------------------|
|                     | 2.0 / Demonstration          |
| Test                | 0.0 /                        |
| Test Review         | 0.0 /                        |
| <b>Total Hours:</b> | <b>2.0</b>                   |

**Prerequisite  
Lesson(s)**

| <u>Lesson Number</u> | <u>Lesson Title</u> |
|----------------------|---------------------|
| None                 |                     |

**Clearance Access**

Security Level : Unclassified  
Requirements : There are no clearance or access requirements for the lesson.

**References**

| <u>Number</u>              | <u>Title</u>  | <u>Date</u>    | <u>Additional Information</u> |
|----------------------------|---|----------------|-------------------------------|
| AIMS 25-HKE-<br>RZR-ECC-UM | Automated<br>Information Systems<br>Manual; MEDREG<br>HKE 04-02.A; User<br>Manual | 26 Aug<br>1996 |                               |

**Student Study  
Assignments**

None

**Instructor  
Requirements**

One (1) MOS 71G, MEDREG Qualified Instructor

**Additional  
Personnel  
Requirements**

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None

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**Equipment  
Required  
for Instruction**

| <u>Name</u>                            | <u>Quantity</u> | <u>Expendable</u> |
|--|-----------------|-------------------|
| Commercial-Off-The-Shelf (COTS) System | 0               | No                |

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**Materials  
Required**

Instructor Materials: None  
Student Materials: None

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**Classroom,  
Training Area,  
and Range  
Requirements****Ammunition  
Requirements**

| <u>Name</u> | <u>Student Qty</u> | <u>Misc Qty</u> |
|-------------|--------------------|-----------------|
| None        |                    |                 |

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**Instructional  
Guidance**

**NOTE:** Before presenting this lesson, Instructors must thoroughly prepare by studying this lesson and identified reference material.

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**Proponent Lesson  
Plan Approvals**

| <u>Name</u> | <u>Rank</u> | <u>Position</u> | <u>Date</u> |
|-------------|-------------|-----------------|-------------|
|-------------|-------------|-----------------|-------------|

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## SECTION II. INTRODUCTION

|   |
|---|
| Method of Instruction: <u>Demonstration</u> |
| Instructor to Student Ratio is: <u>1:44</u> |
| Time of Instruction: <u>2 hrs</u>           |
| Media: <u>ACTUAL EQUIPMENT</u>              |

### Motivator

In order to regulate patients to facilities that are capable of providing the care required, it is important that you maintain current information on those facilities. As information such as bed status, surgical backlog and basic unit information changes, you must be able to update that information in your database files.

### Terminal Learning Objective

**NOTE:** Inform the students of the following Terminal Learning Objective requirements.  
At the completion of this lesson, you [the student] will:

|                    |  |
|--------------------|--|
| <b>Action:</b>     | Maintain MEDREG Transaction Files.   |
| <b>Conditions:</b> | Given a Commercial Off-the-Shelf System (COTS) with the MEDREG application software installed.       |
| <b>Standards:</b>  | The soldier must maintain MEDREG transaction files IAW AISM-25-HKD-RZW-ECC-UM, MEDREG User's Manual. |

### Safety Requirements

IAW local SOP

### Risk Assessment Level

Low

### Environmental Considerations

N/A

### Evaluation

### Instructional Lead-In

This lesson will provide you with the ability to maintain MEDREG transaction files allowing you to keep up to date information on the facilities to which you regulate patients. In addition, you will learn the method of archiving this data to maintain historical files on the units.

### SECTION III. PRESENTATION

#### A. ENABLING LEARNING OBJECTIVE A

|                    |  |
|--------------------|--|
| <b>ACTION:</b>     | Maintain facility status.  |
| <b>CONDITIONS:</b> | Given a COTS with the MEDREG application software installed.                       |
| <b>STANDARDS:</b>  | The soldier must maintain facility status using MEDREG IAW AISM-25-HKD-RZW-ECC-UM. |

1. Learning Step / Activity 1. Update a Unit's Bed Status using the Automated Communication Menu

Method of Instruction: Demonstration  
Instructor to Student Ratio: 1:18  
Media: ACTUAL EQUIPMENT

Present this activity using the HCSSA MEDREG lesson, Automated Communications, ELO 1 thru 4.

**NOTE:** Conduct a check on learning and summarize the learning activity.

2. Learning Step / Activity 2. Update Unit Bed Status using the Facility Status & Unit Information Menu

Method of Instruction: Demonstration  
Instructor to Student Ratio: 1:18  
Media: ACTUAL EQUIPMENT

This information is extracted from HCSSA Lesson, MEDREG System Setup

From the MEDREG Main Menu:

1. Select (1) Facility Status & Information Menu.
2. Press [F1] Execute
3. Select (2) Update Facility Status
4. Press [F1] Execute
5. Press [F1] Query MTF
6. Press [F6] SELECT and enter MTF you would like to query
7. Press RETURN to access that unit
8. Press [F7] UPDATE BED STATUS

**NOTE:** A message will appear: "Are you going to enter a New Bed Status Report? (y/n)

9. Enter "y"
10. Enter data from the screen.
11. Press [F1] SAVE DATA

**NOTE:** A message will appear: "Is the information correct and ready to be updated now? (y/n)

12. Enter "y"

**NOTE:** A message will appear: "The Medical Treatment Facility Status was successfully UPDATED."

13. Press [F8] QUIT SCREEN



**NOTE:** Conduct a check on learning and summarize the learning activity.

**CHECK ON LEARNING:** Conduct a check on learning and summarize the ELO.

**B. ENABLING LEARNING OBJECTIVE B**

|                    |   |
|--------------------|---|
| <b>ACTION:</b>     | Maintain unit information.  |
| <b>CONDITIONS:</b> | Given a COTS with the MEDREG application software installed.                        |
| <b>STANDARDS:</b>  | The soldier must maintain unit information using MEDREG IAW AISM-25-HKD-RZW-ECC-UM. |

1. Learning Step / Activity 1. Identify each of the MEDREG unit types

Method of Instruction: Demonstration  
Instructor to Student Ratio: 1:18  
Media: ACTUAL EQUIPMENT

Present this activity using HCSSA lesson, MEDREG System Setup, ELO 1.

**NOTE:** Conduct a check on learning and summarize the learning activity.

2. Learning Step / Activity 2. Enter the Unit Information for each unit type

Method of Instruction: Demonstration  
Instructor to Student Ratio: 1:18  
Media: ACTUAL EQUIPMENT

Present this activity using HCSSA lesson, MEDREG System Setup, ELO 2.

**NOTE:** Conduct a check on learning and summarize the learning activity.

3. Learning Step / Activity 3. Update a unit's information

Method of Instruction: Demonstration  
Instructor to Student Ratio: 1:18  
Media: ACTUAL EQUIPMENT

Present this activity using HCSSA lesson, MEDREG System Setup, ELO 3.

**NOTE:** Conduct a check on learning and summarize the learning activity.

4. Learning Step / Activity 4. Delete a unit

Method of Instruction: Demonstration  
Instructor to Student Ratio: 1:18  
Media: ACTUAL EQUIPMENT

Present this activity using HCSSA lesson, MEDREG System Setup, ELO 4.

**NOTE:** Conduct a check on learning and summarize the learning activity.

**CHECK ON LEARNING:** Conduct a check on learning and summarize the ELO.

**C. ENABLING LEARNING OBJECTIVE C**

|                    |  |
|--------------------|--|
| <b>ACTION:</b>     | Maintain select tables.  |
| <b>CONDITIONS:</b> | Given a COTS with the MEDREG application software installed.                     |
| <b>STANDARDS:</b>  | The soldier must maintain select tables using MEDREG IAW AISM-25-HKD-RZW-ECC-UM. |

1. Learning Step / Activity 1. Maintain the Medical Specialty Tables

Method of Instruction: Demonstration  
Instructor to Student Ratio: 1:18  
Media: ACTUAL EQUIPMENT

Present this activity using HCSSA lesson, System Maintenance, ELO 5.

**NOTE:** Conduct a check on learning and summarize the learning activity.

2. Learning Step / Activity 2. Maintain the Military Occupational Specialty Tables

Method of Instruction: Demonstration  
Instructor to Student Ratio: 1:18  
Media: ACTUAL EQUIPMENT

Present this activity using HCSSA lesson, System Maintenance, ELO 6.

**NOTE:** Conduct a check on learning and summarize the learning activity.

**CHECK ON LEARNING:** Conduct a check on learning and summarize the ELO.

**D. ENABLING LEARNING OBJECTIVE D**

|                    |  |
|--------------------|--|
| <b>ACTION:</b>     | Maintain historical data.  |
| <b>CONDITIONS:</b> | Given a COTS with the MEDREG application software installed.                       |
| <b>STANDARDS:</b>  | The soldier must maintain historical data using MEDREG IAW AISM-25-HKD-RZW-ECC-UM. |

1. Learning Step / Activity 1. Prepare an Evacuation Request History file

Method of Instruction: Demonstration  
Instructor to Student Ratio: 1:18  
Media: ACTUAL EQUIPMENT

Present this activity using HCSSA lesson, Maintain Historical Data, ELO 1.

**NOTE:** Conduct a check on learning and summarize the learning activity.

2. Learning Step / Activity 2. Archive an Evacuation Request History file

Method of Instruction: Demonstration  
Instructor to Student Ratio: 1:18  
Media: ACTUAL EQUIPMENT

Present this activity using HCSSA lesson, Maintain Historical Data, ELO 2 & 3.

**NOTE:** Conduct a check on learning and summarize the learning activity.

3. Learning Step / Activity 3. Archive a Bed Status History file

Method of Instruction: Demonstration  
Instructor to Student Ratio: 1:18  
Media: ACTUAL EQUIPMENT

Present this activity using HCSSA lesson, Maintain Historical Data, ELO 4 & 5.

**NOTE:** Conduct a check on learning and summarize the learning activity.

**CHECK ON LEARNING:** Conduct a check on learning and summarize the ELO.

#### SECTION IV. SUMMARY

|   |
|---|
| Method of Instruction: <u>Demonstration</u> |
| Instructor to Student Ratio is: <u>1:44</u> |
| Time of Instruction: <u>0 hrs</u>           |
| Media: <u>ACTUAL EQUIPMENT</u>              |

#### Review / Summarize Lesson

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During this lesson we have demonstrated the methods used to maintain various files that are important to you as a medical regulator. We have looked at the ways to:

- Maintain a facilities status, by receiving automatic communications from the facility and by entering the data manually.
- Maintain up to date information about the unit
- Maintain select tables, such as specialty capabilities of the units
- Maintain historical data, such as evacuation request history and bed status history, including how to archive this data and remove it from your system.

#### Check on Learning

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Conduct a check on learning and summarize the lesson.

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**SECTION V. STUDENT EVALUATION**

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**NOTE:** Describe how the students will be tested to determine if they can perform the TLO standard. Refer student to the Student Evaluation Plan.

**Testing  
Requirements**

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**NOTE:** Rapid, immediate feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students' questions about the test. Provide remedial training as needed.

**Feedback  
Requirement**

## PRACTICAL EXERCISE SHEET PE1-HPABG72D

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**Title** Maintain Facility Status

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**Lesson Number/Title** HPABG72D version 1 / Maintenance of MEDREG Transaction Files

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**Introduction** This is the first of four exercises which will evaluate your ability to maintain MEDREG transaction files. In this exercise you will be evaluated on your ability to maintain up to date facility status information, such as bed status, surgical backlog, etc.

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**Motivator** As treatment facilities receive and evacuate patients, their ability to treat additional patients changes. In order to regulate patients to facilities that are capable of providing the care required, it is important that you maintain current information on those facilities. As information such as bed status, surgical backlog and basic unit information changes, you must be able to update that information in your database files.

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**Terminal Learning Objective** **NOTE:** Inform the students of the following Terminal Learning Objective requirements.  
At the completion of this lesson, you [the student] will:

|                    |  |
|--------------------|--|
| <b>Action:</b>     | Maintain MEDREG Transaction Files.   |
| <b>Conditions:</b> | Given a Commercial Off-the-Shelf System (COTS) with the MEDREG application software installed.       |
| <b>Standards:</b>  | The soldier must maintain MEDREG transaction files IAW AISM-25-HKD-RZW-ECC-UM, MEDREG User's Manual. |

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**Safety Requirements** IAW local SOP

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**Risk Assessment Level** Low

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**Environmental Considerations** N/A

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**Evaluation**

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**Instructional Lead-In** This lesson will provide you with the ability to maintain MEDREG transaction files allowing you to keep up to date information on the facilities to which you regulate patients. In addition, you will learn the method of archiving this data to maintain historical files on the units.

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**Resource Requirements** Instructor Materials:

Student Materials:

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**Special  
Instructions**

Prior to administering the exercise, instructors must prepare scenarios which match the exercise requirements.

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**Procedures**

**SITUATION:** You have received updated bed status information from several units, both via automatic communications between TAMMIS subsystems, and via radio message. You must enter this information into your system .

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**Feedback  
Requirements**

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**SOLUTION FOR  
PRACTICAL EXERCISE SHEET 1**

**SITUATION:** You have received updated bed status information from several units, both via automatic communications between TAMMIS subsystems, and via radio message. You must enter this information into your system .



## PRACTICAL EXERCISE SHEET PE2-HPABG72D

|                                     |   |                |                                    |                    |  |                   |  |
|-------------------------------------|---|----------------|------------------------------------|--------------------|--|-------------------|--|
| <b>Title</b>                        | Maintain Unit Information   |                |                                    |                    |  |                   |  |
| <b>Lesson Number/Title</b>          | HPABG72D version 1 / Maintenance of MEDREG Transaction Files  |                |                                    |                    |  |                   |  |
| <b>Introduction</b>                 | This is the second of four exercises which evaluate your ability to maintain MEDREG transaction files.  |                |                                    |                    |  |                   |  |
| <b>Motivator</b>                    | Unit information files provide you with basic information about the facilities you are required to regulate patients to and from. These files provided you with information such as the unit commander, the unit's location, and the preferred means of communication with the unit.  |                |                                    |                    |  |                   |  |
| <b>Terminal Learning Objective</b>  | <p><b>NOTE:</b> Inform the students of the following Terminal Learning Objective requirements.</p> <p>At the completion of this lesson, you [the student] will:</p> <table border="1"> <tr> <td><b>Action:</b></td><td>Maintain MEDREG Transaction Files.</td></tr> <tr> <td><b>Conditions:</b></td><td>Given a Commercial Off-the-Shelf System (COTS) with the MEDREG application software installed.</td></tr> <tr> <td><b>Standards:</b></td><td>The soldier must maintain MEDREG transaction files IAW AISM-25-HKD-RZW-ECC-UM, MEDREG User's Manual.</td></tr> </table> | <b>Action:</b> | Maintain MEDREG Transaction Files. | <b>Conditions:</b> | Given a Commercial Off-the-Shelf System (COTS) with the MEDREG application software installed. | <b>Standards:</b> | The soldier must maintain MEDREG transaction files IAW AISM-25-HKD-RZW-ECC-UM, MEDREG User's Manual. |
| <b>Action:</b>                      | Maintain MEDREG Transaction Files.  |                |                                    |                    |  |                   |  |
| <b>Conditions:</b>                  | Given a Commercial Off-the-Shelf System (COTS) with the MEDREG application software installed.  |                |                                    |                    |  |                   |  |
| <b>Standards:</b>                   | The soldier must maintain MEDREG transaction files IAW AISM-25-HKD-RZW-ECC-UM, MEDREG User's Manual.  |                |                                    |                    |  |                   |  |
| <b>Safety Requirements</b>          | IAW local SOP   |                |                                    |                    |  |                   |  |
| <b>Risk Assessment Level</b>        | Low   |                |                                    |                    |  |                   |  |
| <b>Environmental Considerations</b> | N/A   |                |                                    |                    |  |                   |  |
| <b>Evaluation</b>                   |   |                |                                    |                    |  |                   |  |
| <b>Instructional Lead-In</b>        | This exercise evaluates your ability to maintain up to date information about the various units with which you deal.  |                |                                    |                    |  |                   |  |
| <b>Resource Requirements</b>        | <p>Instructor Materials:</p> <p>Student Materials:</p>  |                |                                    |                    |  |                   |  |
| <b>Special Instructions</b>         | Prior to administering the exercise, instructors must prepare scenarios which match the exercise requirements.  |                |                                    |                    |  |                   |  |
| <b>Procedures</b>                   | <p><b>SITUATION:</b> You have received several reports containing updated information about units within your area of responsibility. You must update your files to ensure the information they contain</p>   |                |                                    |                    |  |                   |  |

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matches the current situation.

1. A new unit became operational in your area and you must enter its information in your system.
2. A unit has changed command and you must update it's information in your system.
3. A unit has moved from your area of responsibility and you must delete it from your system.

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**Feedback  
Requirements**

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**SOLUTION FOR  
PRACTICAL EXERCISE SHEET 2**

**SITUATION:** You have received several reports containing updated information about units within your area of responsibility. You must update your files to ensure the information they contain matches the current situation.

1. A new unit became operational in your area and you must enter its information in your system.
2. A unit has changed command and you must update its information in your system.
3. A unit has moved from your area of responsibility and you must delete it from your system.

## PRACTICAL EXERCISE SHEET PE3-HPABG72D

**Title** Maintain Select Tables

**Lesson Number/Title** HPABG72D version 1 / Maintenance of MEDREG Transaction Files

**Introduction** This is the third of four exercises which evaluate your ability to maintain MEDREG transaction files.

**Motivator** MEDREG Select Tables contain information pertaining to special capabilities of the units to which you regulate patients. Maintaining this information will help ensure that patients are regulated to the facilities most capable of providing the care required.

**Terminal Learning Objective** **NOTE:** Inform the students of the following Terminal Learning Objective requirements.  
At the completion of this lesson, you [the student] will:

|                    |  |
|--------------------|--|
| <b>Action:</b>     | Maintain MEDREG Transaction Files.   |
| <b>Conditions:</b> | Given a Commercial Off-the-Shelf System (COTS) with the MEDREG application software installed.       |
| <b>Standards:</b>  | The soldier must maintain MEDREG transaction files IAW AISM-25-HKD-RZW-ECC-UM, MEDREG User's Manual. |

**Safety Requirements** IAW local SOP

**Risk Assessment Level** Low

**Environmental Considerations** N/A

**Evaluation**

**Instructional Lead-In** This exercise will evaluate your ability to maintain MEDREG Select Tables.

**Resource Requirements** Instructor Materials:

Student Materials:

**Special Instructions** Prior to administering the exercise, instructors must prepare scenarios which match the exercise requirements.

**Procedures** **SITUATION:** A new unit was activated and assigned as one of your local receiving facilities. The unit has several medical specialties that were not available in your area previously. You

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must now activate these specialties in your system.

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**Feedback  
Requirements**

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**SOLUTION FOR  
PRACTICAL EXERCISE SHEET 3**

**SITUATION:** A new unit was activated and assigned as one of your local receiving facilities. The unit has several medical specialties that were not available in your area previously. You must now activate these specialties in your system.

## PRACTICAL EXERCISE SHEET PE4-HPABG72D

|                                     |   |                |                                    |                    |  |                   |  |
|-------------------------------------|---|----------------|------------------------------------|--------------------|--|-------------------|--|
| <b>Title</b>                        | Maintain Historical Data  |                |                                    |                    |  |                   |  |
| <b>Lesson Number/Title</b>          | HPABG72D version 1 / Maintenance of MEDREG Transaction Files  |                |                                    |                    |  |                   |  |
| <b>Introduction</b>                 | This is the fourth and final exercise which evaluates your ability to maintain MEDREG transaction files.  |                |                                    |                    |  |                   |  |
| <b>Motivator</b>                    | As you work within MEDREG, the system receives and stores data which, as time goes on, takes up space on the system's hard drive. If this data was not removed on a periodic basis, the system would eventually run out of space and would not be able to function. It's important, therefore, that you be able to remove some of this data from the system and archive it in historical files.   |                |                                    |                    |  |                   |  |
| <b>Terminal Learning Objective</b>  | <p><b>NOTE:</b> Inform the students of the following Terminal Learning Objective requirements.</p> <p>At the completion of this lesson, you [the student] will:</p> <table><tr><td><b>Action:</b></td><td>Maintain MEDREG Transaction Files.</td></tr><tr><td><b>Conditions:</b></td><td>Given a Commercial Off-the-Shelf System (COTS) with the MEDREG application software installed.</td></tr><tr><td><b>Standards:</b></td><td>The soldier must maintain MEDREG transaction files IAW AISM-25-HKD-RZW-ECC-UM, MEDREG User's Manual.</td></tr></table> | <b>Action:</b> | Maintain MEDREG Transaction Files. | <b>Conditions:</b> | Given a Commercial Off-the-Shelf System (COTS) with the MEDREG application software installed. | <b>Standards:</b> | The soldier must maintain MEDREG transaction files IAW AISM-25-HKD-RZW-ECC-UM, MEDREG User's Manual. |
| <b>Action:</b>                      | Maintain MEDREG Transaction Files.  |                |                                    |                    |  |                   |  |
| <b>Conditions:</b>                  | Given a Commercial Off-the-Shelf System (COTS) with the MEDREG application software installed.  |                |                                    |                    |  |                   |  |
| <b>Standards:</b>                   | The soldier must maintain MEDREG transaction files IAW AISM-25-HKD-RZW-ECC-UM, MEDREG User's Manual.  |                |                                    |                    |  |                   |  |
| <b>Safety Requirements</b>          | IAW local SOP   |                |                                    |                    |  |                   |  |
| <b>Risk Assessment Level</b>        | Low   |                |                                    |                    |  |                   |  |
| <b>Environmental Considerations</b> | N/A   |                |                                    |                    |  |                   |  |
| <b>Evaluation</b>                   |   |                |                                    |                    |  |                   |  |
| <b>Instructional Lead-In</b>        | This exercise evaluates your ability to maintain MEDREG historical files.   |                |                                    |                    |  |                   |  |
| <b>Resource Requirements</b>        | <p>Instructor Materials:</p> <p>Student Materials:</p>  |                |                                    |                    |  |                   |  |
| <b>Special Instructions</b>         | Prior to administering the exercise, instructors must prepare scenarios which match the exercise requirements.  |                |                                    |                    |  |                   |  |
| <b>Procedures</b>                   | <b>SITUATION:</b> Per your unit's SOP, you must archive your old evacuation request files, and your unit bed status history files.  |                |                                    |                    |  |                   |  |

**Feedback  
Requirements**

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**SOLUTION FOR  
PRACTICAL EXERCISE SHEET 4**

**SITUATION:** Per your unit's SOP, you must archive your old evacuation request files, and your unit bed status history files.